

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Occupying Federally Owned Quarters
as a Condition of Employment

Number: 414.1

Date: 8/5/92

Originating Office: Personnel Division
Personnel Policy and Systems Branch

This Replaces: 414.1, 5/26/81

Distribution: Headquarters, Areas, and Locations

This DIRECTIVE outlines procedures to be followed and documents required when a Federal employee is required to occupy Federally owned quarters as a condition of employment

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1. REFERENCE

For information on occupying Federal quarters at the convenience of the Federal Government where there is no condition of employment requirement, see MANUAL 245.1.

2. ABBREVIATIONS

- AD - Area Director/Research Leader
- AO - Area Officer
- APMO - Area Property Management Officer
- PD - Personnel Division
- OPF - Official Personnel Folder
- RL - Research Leader

3. FORM

- ARS-4 - Rates for Quarters and Services Furnished to Federal Employees
- ARS-86 - Occupancy of Federally Owned Quarters (Local Reproduction)

4. DEFINITION

Condition of Employment is a requirement of a position, not an individual qualification, that an employee must meet and agree to in order to be appointed and continue employment.

5. POLICY

ARS employees will be required to occupy Government quarters as a condition of employment only when:

- Essential program services cannot be given if the employee lives away from the station, or
- Federal property cannot be adequately protected through other means.

The number of employees who occupy Federally owned quarters as a condition of

employment will be kept to an absolute minimum.

6. RESPONSIBILITIES

- The RL will determine those positions whose incumbents must occupy Federally owned quarters as a condition of employment.
- The AD will approve those determinations.

7. PROCEDURE

RL

- Determine those positions whose incumbents must occupy Federally owned quarters as a condition of employment.
- Prepare four copies of ARS-86 (Exhibit 1) and attach a brief justification.
- Have employee sign ARS-86.
- Forward ARS-86 and justification to AD.

AD

- Approve and forward to APMO three copies of ARS-86 and justification keeping one copy for the files, or;
- Return disapproved ARS-86 unsigned.

APMO

- Complete, sign and have employee sign five copies of ARS-4 (Exhibit 2).
- Keep original copy of ARS-4 and distribute the rest as follows:
 - A copy to the servicing personnel staffing specialist, PD along with original ARS-86, and the justification.
 - A copy to the employee.

- A copy to the location files.

PD

- Establish payroll deductions with the National Finance Center.
- File original ARS-86 and justification on the temporary side of the employee's OPF until the employee vacates the position or the condition of employment is deleted from the position.

RL

- Instruct employee to move into the quarters.

8. REASSIGNMENT OR TRANSFER OF DESIGNATED EMPLOYEES

When an employee who occupies Federally owned quarters as a condition of employment is transferred or reassigned to another position which also requires him/her to occupy such quarters, the AD/RL must submit a new recommendation, justification, and four copies of ARS-86 to cover the new position. If the new position does not require occupying Federally owned quarters as a condition of employment, the employee may continue living in the quarters in accordance with the provisions of MANUAL 245.1 or be required to vacate the quarters.

T. J. CLARK
Deputy Administrator
Administrative Management

Exhibits
1 ARS-86
2 ARS-4

Exhibit 1

U.S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE

OCCUPANCY OF FEDERALLY OWNED QUARTERS _____

Name of Employee

Position Title

Location of Living Quarters

Duty Station

For the convenience of the Government, it is understood and agreed to by the employee named above that he/she must occupy Federally owned quarters as a condition of employment in the above-identified position. It is further understood and agreed to by said employee that the employee may not vacate the living quarters so long as he/she occupies the position, without specific authority in writing by the Area Director. However, nothing in this agreement shall preclude said employee from being required to vacate the quarters he/she occupies if it is in the interest of the Agricultural Research Service.

SIGNATURE AND DATE

AGREED TO BY EMPLOYEE

APPROVED BY AREA DIRECTOR

DIRECTIVE 414.1

Exhibit 2

(Local Reproduction)

Exhibit 2

RATE FOR QUARTERS AND SERVICES FURNISHED TO FEDERAL EMPLOYEES																			
INSTRUCTIONS: Explain all changes in Remarks section. Distribution - Official in Charge, submit an original and 4 copies in ARS Form 86 (When REWARD, REWARD retain original copies in Area Servicing Personnel Office, Official in Charge of Field location, and employee.																			
ACTION <input type="checkbox"/> Requisition <input type="checkbox"/> Change <input type="checkbox"/> Terminate																			
NAME OF EMPLOYEE (Last, first, middle initial) SOCIAL SECURITY NO. EFFECTIVE DATE OF ACTION PAYMENT NUMBER EMPLOYING AGENCY, NUMBER & LOCATION																			
Annual Quarters Rental Rate: \$																			
<table border="1"> <thead> <tr> <th>UTILITIES AND SERVICES FURNISHED BY FEDERAL GOVERNMENT</th> <th>ANNUAL COST</th> </tr> </thead> <tbody> <tr> <td>Electricity</td> <td>\$</td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Coal</td> <td></td> </tr> <tr> <td>Gas</td> <td></td> </tr> <tr> <td>Oil</td> <td></td> </tr> <tr> <td>Water</td> <td></td> </tr> <tr> <td>Trash Collection</td> <td></td> </tr> <tr> <td>OTHER (Specify)</td> <td></td> </tr> </tbody> </table>		UTILITIES AND SERVICES FURNISHED BY FEDERAL GOVERNMENT	ANNUAL COST	Electricity	\$	Telephone		Coal		Gas		Oil		Water		Trash Collection		OTHER (Specify)	
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Electricity	\$																		
Telephone																			
Coal																			
Gas																			
Oil																			
Water																			
Trash Collection																			
OTHER (Specify)																			
Total Annual Rental Rate - Utilities and Services \$																			
Bi-weekly Deductions \$																			
REMARKS																			
NOTIFICATION/PROVAL SIGNATURES (Signature) (Signature) (Signature) DATE																			
Form ARS-86 3/92 USDA/ARS																			

3/5/92

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